

APPLICATION PROCESS

Applications for the seasonal Steward position are accepted online or as a paper copy through Workplace Alaska: workplace.alaska.gov

Applications for the 2014 season will be accepted from **April 1st through the 24th, 2014**

The online process

1. Read through the “**How to Apply**” link
2. “**Register**” for an Applicant Account. This is the Profile that documents your general application information (personal, general, and educational). It is basic to all State jobs.
3. Job Search – find the **Job Specific Application** for STEWARD. Sign in and complete the application. When this is filled out and submitted, the Applicant Profile will be electronically attached

Your fully completed application package must be received no later than 5:00 pm **on the closing date, April 24, 2014, of this recruitment.**

If you need a paper copy or assistance completing the application, contact WPA at the toll free number 1-800-587-0430 or 907-465-4095 - or contact your local AK Job Center.

Mail paper copies to:
Department of Administration
Division of Personnel
PO Box 110201
Juneau, AK 99811-0201

For further information about the job itself, contact our AMHS Office Assistant **Judith Green**
Ph: 907-228-6838 Fax: 907-228-6872 or email judith.green@alaska.gov.

Get all your questions answered! Attend our recruitment at your local Job Center.

Juneau – Oct. 16th 1pm
Ketchikan – Nov. 6th 10am
Anchorage Midtown – Nov. 8th 3pm

REQUIREMENTS FOR EMPLOYMENT

MUST be available July 1 through September 15

Minimum Qualifications

- At least 18 years of age
- High school diploma or the equivalent
- Able to obtain the 5 Required Documents
- Able to pass full background check for both TWIC and MMC
- Physical ability to perform the duties with or without a reasonable accommodation

Interviews

You will be notified if selected for an interview. Before your interview you must have submitted with your application copies of the 5 Required Documents.

5 Required Documents

1. **TWIC** Transportation Worker Identification Credential
Information: 1-866-347-8942 **(\$130)**
2. **MMC** Merchant Mariners Credential **(\$140)**
Customer Service: 1-888-427-5662
Note: Find information for both TWIC & MMC at www.uscg.mil/nmc
3. **English Proficiency Test** **(\$5)**
Passing score in Reading Comprehension (online course Accuplacer or Compass) through any College or University
4. **ALASKA Food Worker Card** **(\$10)**
www.dec.alaska.gov / (How do I....)
5. **BST (Basic Safety Training)**
Note: BST is mandated by the US Coast Guard and must be obtained through an approved USCG institute.

Orientation / 4 days

AMHS mandated orientation includes classroom instruction, online courses and completion of employment related documents. These 4 days are provided by the State. These are uncompensated days - all expenses are your responsibility.

STEWARD DEPARTMENT

All Steward Employees

- Perform all duties with or without a reasonable accommodation
- Appear neat, clean and professional at all times
- Work with traveling public and are a positive representative of the State of Alaska
- Respond to and assist with customer needs
- Respond calmly to an emergency while maintaining confidence of the traveling public
- Wear required uniform provided by AMHS
- Work with and get along with fellow crewmembers in close quarters
- Perform strenuous work for extended periods on steel decks with frequent use of stairs and ladders
- Perform duties during heavy seas
- Lift and carry 50 - 60 pounds
- Share a cabin with a co-worker

Examples of Steward Duties

- Wash dishes, pots, and pans
- Clean, and may operate, all galley equipment, floor cleaning equipment
- Clean and make up staterooms, restrooms, and public areas of the vessel
- Bus tables and wait on passengers in the cafeteria and/or dining room
- Operate cash register in cafeteria, dining room, gift shop
- Load stores, assist in stock handling
- Load / unload laundry bags & stow trash
- Other duties as assigned by the Chief Steward or designee

Workweek Information

- SE = 12 hour shifts for 7 days
1 week on a vessel / 1 week off
- SW = 8 hour shifts for 14-60 days or longer
- M/V Kennicott = 12 hour shifts for 14 days
2 weeks on a vessel / 2 weeks off
- Night shift may be required on any vessel

EMPLOYEE PAY and BENEFITS

Probationary Employee Salary Scale Alaska Residents

- \$ 20.73 per hour in SE
- \$ 18.89 per hour in SW

Non-Alaska Residents

- \$ 16.97 per hour in SE
- \$ 15.44 per hour in SW

**Stewards are members of the
Inlandboatmen's Union of the Pacific,
Alaska Region**

**Contact IBU direct for dues/fees
ibupak@acsalaska.net**

Health insurance benefits are provided through the Union contract and offer three levels of choices: premium, standard or economy.

State of Alaska Benefits

The State of Alaska offers a variety of benefits for eligible employees. Employee benefits are a significant part of the total compensation package. Shown below are just a few of the benefits available for an eligible State employee.

- Health benefit package through Alaska Care, which includes employer contribution toward medical/vision/dental.
- Employer paid Basic Life insurance with additional coverage available.
- Optional long and short term disability plans
- Optional dependent and health care flexible spending accounts
- Retirement programs with a wide variety of investment options
- Paid holidays

For more information visit:

<http://doa.alaska.gov/drb/programs/programs.html>

THE ALASKA MARINE HIGHWAY

Our Mission Statement

"The mission of the Alaska Marine Highway System is to provide safe, reliable, and efficient transportation of people, goods, and vehicles among Alaska communities, Canada, and the "Lower 48," while providing opportunities to develop and maintain a reasonable standard of living and high quality of life, including social, education, and health needs."

The Alaska Marine Highway has been operating year-round since 1963 with regularly scheduled passenger and vehicle service to 33 Alaskan communities, Bellingham, Washington, and Prince Rupert, British Columbia.

AMHS (Alaska Marine Highway System) is a division of the State Department of Transportation.

<http://www.dot.state.ak.us/amhs>

You will find more information about the Alaska Marine Highway System on our website.

www.FerryAlaska.com

Hiring Timeline

- **April 1 - 24, 2014** Applications accepted
- **May - June, 2014** Processing of applications
- **May - June, 2014** Interviews
- **June, 2014** Orientation
- **July, 2014** Job assignments
(Possible mid-June assignments)

Recruitment Dates and Sites

- Juneau – Oct. 16th @ 1pm– Job Center
- Ketchikan – Nov. 6th @ 10am– Job Center
- Anchorage – Nov. 8th @ 3pm– Midtown Job Center



STEWARD Career Opportunities 2014



Equal Opportunity Employer



*"Keep Alaska Moving
through service and infrastructure."*